



Austin Community
FOUNDATION



YOUR DONOR ADVISED FUND

at Austin Community Foundation

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ABOUT AUSTIN COMMUNITY FOUNDATION

We bring together philanthropists, dollars and ideas to build a better Austin today and tomorrow.

We believe Austin belongs to all of us, and everyone deserves to thrive. Our work is focused on closing the opportunity gap through advancing economic security and affordable housing.

OUR APPROACH

/ **INFORM: We are data driven.**

We commission research to understand the areas of greatest need and explore ideas to close the opportunity gap in Central Texas.

/ **INVITE: We convene conversations.**

We bring together people, resources and ideas to shape our shared vision for Austin and Central Texas.

/ **INVEST: We invest in Austin.**

We use data and ideas to make philanthropic investments to make Austin a better place for everyone.



THE ACF DONOR ADVISED FUND

Since 1977, Austin Community Foundation has helped community-minded people like you reach their philanthropic goals. Whether you are searching for the causes you wish to champion, or you know precisely where and how you wish to give, ACF can help.

A donor advised fund (DAF) at Austin Community Foundation is your personal account for charitable giving. A DAF accepts a variety of assets and offers you the convenience of supporting charitable organizations when and where you choose. The assets of your fund can be invested for potential growth, allowing you to increase your charitable giving.

When you open a donor advised fund at ACF, you gain access to deep connections to the community, as well as unique insights into the causes that donors care about most. And unlike establishing an account elsewhere, your charitable assets are mobilized for maximum impact in the community and beyond.

WITH ACF, YOU HAVE THE OPPORTUNITY TO:

- / Contribute a variety of assets
- / Recommend grants to qualified charities in the U.S. and around the world
- / Choose from a range of investment options
- / Gain access to philanthropic experts and research about the community's greatest needs
- / Establish a legacy in perpetuity by naming successors to your fund

ONLINE ACCOUNT FEATURES

You can access your fund at any time through our donor portal, an online tool that enables you to view your balance, gifts to your fund, grantmaking history and pending activity. You can also recommend grants and access important Foundation resources. For more information about the donor portal and for instructions to log on and navigate, please reference our Donor Portal Guide (*included in the appendix of this handbook*).

COMMUNICATIONS FROM THE FOUNDATION

The Foundation keeps you informed on the latest news, events and special funding opportunities in the community. Add info@austincf.org to your address book to make sure you see these important updates and opportunities. Our record-keeping system sends important transactional documents such as tax receipts from no-reply@fcsuite.com; please add this address as well.

FUND ADVISORS

A fund advisor on a donor advised fund serves as the Foundation's point of contact for questions, statements and correspondence. The fund advisor is often the donor, but is sometimes appointed by the donor. A fund advisor has the ability to:

- / Recommend grants
- / Create or change a succession plan
- / Recommend investment pool options for endowed and quasi-endowed funds
- / Change or add advisors
- / Access fund information on our donor portal

CHANGING OR ADDING A FUND ADVISOR

The existing advisor may add or change the advisor at any time with a written notification to ACF staff. The Foundation will request that a primary advisor be identified. If one is not identified, the first or longest-serving advisor will be considered the primary advisor. The Foundation will consider this advisor their point of contact on all fund business. To submit a change electronically, please complete the [Fund Representative Changes form](#).

NAMING MULTIPLE FUND ADVISORS

Each named advisor has an Equal Privilege to Act. They will have the privilege of making recommendations for the fund. For example, if the donor and the donor's spouse are named advisors to the fund, each one acting alone has the privilege of recommending investment preferences and distributions for the fund. The Foundation will recognize recommendations from any single advisor unless otherwise specified in the fund agreement.

NAMING THE FOUNDATION AS THE ADVISOR

In certain cases, the donor may consider it desirable not to name an advisor. In these instances, the Foundation serves as the fund's advisor to recommend grants. If no advisors have been named or there are no living advisors, the Foundation will assume the role of advisor.

ESTABLISHING AN ADVISORY COMMITTEE

Fundholders have the ability to establish an advisory committee for their fund and the Foundation can support the management of this process for an additional fee. Please contact Foundation staff to learn more about the options of using a committee to advise on a fund.

SUCCESSION PLANNING

The Foundation can provide support in creating and fulfilling a succession plan that meets your individual needs. Succession plans are implemented when the sole or all named advisors are unable to fulfill the role due to death, incapacitation or resignation. Options for a succession plan can include:

- / Name a successor advisor. The named successor advisor will adopt the role of fund advisor upon implementation of the succession plan.
- / Name the Foundation as the advisor. Share your intent for your fund and appoint the Foundation's Board to fulfill the role of advisor for your fund.
- / Create a designated fund. Name one or more public charities to which you would like to distribute your fund. Create a distribution plan that includes details on percentages of your spendable balance and a timeline for granting and the Foundation will distribute your fund accordingly.
- / Benefit Austin Community Foundation programs by creating an unrestricted fund for the Foundation.

CONTRIBUTING TO YOUR DAF

CHECK

Mail your check payable to Austin Community Foundation and note in the memo line the name of your fund:

Austin Community Foundation
4315 Guadalupe Street, Suite 300
Austin, TX 78751

CREDIT CARD

You can add to your fund using a debit or credit card by logging on to the donor portal and choosing the "donate" tab. Please keep in mind that you will be charged a merchant fee.

ELECTRONIC FUND TRANSFER (ACH) / WIRE TRANSFER

You may safely and conveniently transfer funds from your bank account via wire or electronic fund transfer, with the option to give one time or set up recurring transfers.

If you plan to make a wire or ACH contribution, please notify us by [completing this form](#). A staff member will review the request and send transfer instructions to the email address provided.

STOCK

Please notify stock@austincf.org of your intention to transfer a gift of securities. In your email, please include your name, email, name of your fund, name of your broker and firm, type of stock and number of shares. Use the following information to make your transfer:

Transfer stock to: Charles Schwab & Company Inc.
101 Montgomery Street
San Francisco, CA 94104

Contact Phone: 800.515.2157

DTC #: 0164

Receiving Account: 2415-7171

Receiving Account Name: Austin Community Foundation

ACF Tax ID #: 74-1934031

CONTRIBUTING TO YOUR DAF (cont.)

CRYPTOCURRENCY

Submit information about your donation using [this form](#). After submitting, the confirmation will provide a link to make your donation through Giving Block. After your donation is processed, you will receive a gift receipt from Giving Block. The currency will be converted to cash and deposited into your charitable fund at ACF within a few days.

RECURRING GIFTS

Maximize your giving through recurring gifts from your bank account or credit card. Call us at 512.472.4483 to set up your recurring gift.

OTHER ASSETS

We accept most types of gifts including the following:

- | | |
|-------------------------|---|
| / Bonds | / Oil and gas, mineral or timber rights |
| / Business interests | / Private & publicly traded securities |
| / Estate & trust assets | / Real property |
| / Life insurance | / Retirement assets |
| / Mutual fund shares | / Tangible personal property |

TAX CONSIDERATIONS

GIFT ACKNOWLEDGMENT / TAX RECEIPTS

When you contribute to your fund, you will receive an acknowledgement letter which you may use as a tax receipt. If you have provided your email address, you will receive your acknowledgment via email. Otherwise, it will be mailed to you. If you make frequent gifts, you may wish to request a consolidated receipt for the year.

TAX STATUS OF FUND

Funds established at the Foundation are component funds of the Foundation, a 501(c)(3) public charity. Accordingly, all contributions to a fund are treated for tax purposes as gifts to a 501(c)(3) public charity and are tax deductible to the extent allowed by law, subject to individual and corporate limitations. Please consult your legal or tax advisor regarding the application of such limitations to your personal situation.

VARIANCE POWER

Under IRS rules, all funds are subject to the Foundation's "variance power" as set forth in its bylaws. The variance power gives the Foundation the authority to modify any donor recommendation, restriction, or condition on distributions from a fund for any specified charitable purpose or to any specified organization, if in the sole judgment of the Foundation, such recommendation or condition becomes unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community. (As required under Treasury Regulation § 1.170A-9(f)(10)-(11).)

FEES

DAF FEE SCHEDULE

Funds established at the Foundation are subject to administration and investment fees. The Foundation's current fund administration fees are explained below. Investment returns are reported net of investment management fees.

The Foundation reserves the right to change its fee structure at any time. The Foundation may also pay or reimburse itself for all direct expenses it incurs in administering an advised fund (such as legal fees). In addition, if the Foundation and the donors to an advised fund agree, the Foundation may provide additional services with respect to the fund in exchange for an additional fee.

Quasi and Endowed Funds

First \$1 Million - 1.00%
Next \$2 Million - 0.75%
Next \$7 Million - 0.50%
Next \$10 Million - 0.25%
Over \$20 Million - 0.10%

\$250 annual minimum fee.

Fees are assessed at a rate of 1/12 of the fee on the average balance of the fund each month.

Non-Endowed Funds

Below \$1 Million - 1.50%
Over \$1 Million - 1.00%

\$250 annual minimum fee.

Fees are assessed on deposit.

Investment expenses range from .25-.8% depending on investment option. See the Financial Investment section on the next page for more information.

ADDITIONAL FEES MAY APPLY TO:

- | | |
|---|------------------------------------|
| / Advisory committee facilitation | / International grants |
| / Credit and debit card transactions | / Philanthropic advising workshops |
| / Donor advised impact investing services | / Separately managed accounts |

FINANCIAL INVESTMENT & MANAGEMENT

Investing the charitable dollars that you entrust to us is an important part of our work. We offer investment strategies that match your goals. We also aim to provide clear, transparent information about our financial position, investment management, performance, and fees.

INVESTMENT OPTIONS

We realize that every donor's situation is unique. That's why we offer investment options designed for people who want to give immediately and for those who want to grow their fund over the long term. Our Investment Committee has designed four investment pools to suit a variety of donor goals, or you may choose to retain your current investment manager. (Some limitations apply.)

Investment options can be found on the following page and at austincf.org/investments.

SPENDING POLICY FOR ENDOWED FUNDS

Endowed funds are subject to the Foundation's spending policy established by the Board of Governors with the goal of maintaining the endowment's purpose in perpetuity. The spending policy provides for a maximum amount available for granting each year and is calculated as 4% of the average trailing 20 quarters of the fund's market value.

INVESTMENT OVERSIGHT

Our Investment Committee is comprised of seasoned investment and business professionals drawn from our Board of Governors and the larger business community. With the aid of our investment counsel, Fiducient Advisors, the Committee formulates overall investment policy, determines strategic asset allocation and choice of asset classes, hires money managers, monitors and evaluates investment performance, and makes changes in policy and portfolio distribution. Money managers regularly make presentations to the Investment Committee on portfolio performance and strategy implementation.

To review our investment policy or see the list of our Investment Committee members, visit austincf.org/investments or request a copy by calling 512.472.4483.

REPORTING

Your investment pool is located on your fund statement. ACF provides investment performance reports to its fundholders every quarter. You can find the most recent reports at austincf.org/investments. ACF also hosts investment webinars to help keep our fundholders informed. Webinars are recorded and posted with the investment reports online.

IMPACT INVESTING

ACF offers a place-based mission investing opportunity for donors. You may allocate a portion of your charitable assets to FundATX, the Foundation's portfolio of investments intended to create a positive social outcome and a financial return. FundATX aims to improve economic security and access to affordable housing in Central Texas. The investments take the form of low-cost loans to nonprofit organizations or community development institutions. Learn more at FundATX.org.

CHANGES TO YOUR INVESTMENTS

ACF can assist you with periodic changes to your investment options based on your evolving goals and coordinate the transition with our investment counsel. If you are interested in changing your investment options, please contact us at heretohelp@austincf.org or 512.472.4483.

INVESTMENT OPTIONS

Time Horizon: 10+ Years	
Long-Term Active Management	Long-Term Passive Management
<p>Description: This pool is best suited for those funds which are permanently endowed or similarly restricted in their liquidity requirements, have an investment time horizon of 10 years or greater, and seek higher long-term returns as compared to a more moderately-balanced, passive investment portfolio.</p> <p>Investment Characteristics: Globally diversified use of alternative investments, including private equity and hedge funds.</p> <p>Typical Asset Allocation:</p> <ul style="list-style-type: none"> / 20% Fixed income / 60% Equity / 20% Alternatives <p>Average Fee: 0.65% - 0.75%</p>	<p>Description: This pool is best suited for those funds which are permanently endowed, have an investment time horizon in excess of 10 years, and seek simplicity along with higher long-term returns compared to a more moderately balanced investment portfolio.</p> <p>Investment Characteristics: Globally diversified, no alternative or private market investments.</p> <p>Typical Asset Allocation:</p> <ul style="list-style-type: none"> / 20% Fixed income / 80% Equity <p>Average Fee: 0.20% - 0.25%</p>

Time Horizon: 5-7 Years	
Medium-Term Active Management	Medium-Term Passive Management
<p>Description: This pool is best suited for funds that desire a more moderate balance between global equities and fixed income, seek simplicity with potential for market out-performance, and desire more moderate long-term returns with less equity market volatility.</p> <p>Investment Characteristics: Globally diversified, no alternative or private market investments.</p> <p>Typical Asset Allocation:</p> <ul style="list-style-type: none"> / 40% Fixed income / 60% Equity <p>Average Fee: 0.35% - 0.50%</p>	<p>Description: This pool is best suited for funds that desire a more moderate balance between global equities and fixed income, seek simplicity along with more moderate long-term returns, and are less comfortable with short-term equity market volatility.</p> <p>Investment Characteristics: Globally diversified, no alternative or private market investments.</p> <p>Typical Asset Allocation:</p> <ul style="list-style-type: none"> / 40% Fixed income / 60% Equity <p>Average Fee: 0.20% - 0.25%</p>

Time Horizon: Varies
Separately Managed
<p>Maximize your fund growth by working with your current investment manager. The objective of a Separately Managed Fund is to enable funds to be invested with an outside investment advisor in a manner that suits your time horizon and grantmaking intentions. This option requires a \$500,000 fund minimum.</p>

Visit austincf.org/investments for more details and performance report. See the "Assets" section of your fund statement to view your investment pool.

DAF MANAGEMENT

LOW BALANCE FUNDS

The minimum recommended balance for a fund is \$3,500. When a fund balance drops below the minimum, Foundation staff will contact the donor to discuss either adding to the fund or closing the fund by recommending a final grant.

INACTIVE FUNDS

While the IRS does not currently require donor advised funds to make grants, the Foundation encourages fundholders to recommend grants at least every other year according to the best practices guidelines in the field. Funds that have not recommended a grant for three years will be contacted by the staff to offer assistance.

A fund is deemed inactive if:

- / The fund advisor resigns, dies, becomes incapacitated or cannot be located and if no successor advisor has been named or all named successor advisors are unable or unwilling to serve, OR
- / No grant recommendations and no gifts to the fund have been made for a period of three years, and during such period, the Foundation has been unable to contact the advisor or any successor advisor.

If a fund becomes inactive, the Foundation will deem the advisory period to have ended and will initiate distributions from the fund in accordance with the provisions outlined in the fund agreement.

CHANGING THE NAME OF A FUND

Fund advisors may change the name of a fund at any time with a written notification to Austin Community Foundation staff. Send your request to heretohelp@austincf.org.

CLOSING YOUR FUND

If you wish to close your quasi-endowed or non-endowed donor advised fund, you may do so by granting the remaining balance (less any applicable fees) to the charitable organization of your choice. Contact our team at heretohelp@austincf.org to determine your final grant amount and to initiate fund closure. Endowment funds are permanent assets of ACF and cannot be closed.

GRANTMAKING

Since 1977, ACF has worked alongside its fundholders to mobilize charitable resources for the greater good. The following section provides information about ACF's grant recommendation processes and policies.

GRANTING FROM YOUR FUND

You or your designated advisor(s) may recommend grants to qualified charitable organizations at any time. There are four steps in the granting process.

1. **Recommend a grant:**

- / Online – Log in to the donor portal to initiate your grant recommendation. Reference the Donor Portal Guide for detailed instructions.
- / Email – If you have questions or need assistance recommending a grant, please email grants@austincf.org.

2. **Due diligence:** ACF carefully reviews all grant recommendations to verify that the charitable organization is able to receive grants. If questions arise, Foundation staff will contact you.

3. **Grant processing:** Grant requests submitted by Wednesday at 5 p.m. are processed the same week. Distributions are sent directly to the grantee through an electronic bank transfer (ACH). Payments are initiated on Friday unless they are over \$50,000 and require additional authorization, additional information is needed for due diligence, or if our team needs to confirm transfer information. **Holiday bank and office closures can impact grant distribution timelines; please contact staff for details.** Grantees are emailed a grant transmittal letter. (See sample letter in Appendix.)

4. **Acknowledgment:** Our standard practice is to list your fund's name, your name and mailing address. If you wish to remain anonymous, please indicate this in your grant recommendation. Grant recipients may send thank you letters directly to you (unless you requested anonymity). These letters are a courtesy and are not needed for tax reasons. Your tax deduction is based on your gift to your DAF at the Foundation.

ELIGIBLE GRANT RECIPIENTS

ACF can make grants to charitable organizations that are tax-exempt under Internal Revenue Code ("Code") Section 501(c)(3) and classified as public charities under Code Sections 509(a)(1) or (2). ACF can also make grants to certain private operating foundations described in Section 4942(j)(3) of the Code and certain supporting organizations described in section 509(a)(3) of the Code.

Eligible recipient charities include but are not limited to:

- / Museums and arts organizations
- / Schools and educational institutions
- / Environmental organizations
- / Hospitals and health care organizations
- / Scientific and medical research institutes
- / Religious organizations and places of worship
- / Other organizations or institutions established for charitable purposes

INELIGIBLE GRANT RECIPIENTS

Grants cannot be used to provide any private benefit to donors, advisors, or their family members.

ACF cannot approve grants to:

- / Individuals
- / Private non-operating foundations
- / Non-functionally integrated Type III supporting organizations
- / Political campaigns, candidates or organizations supporting lobbying activity
- / Pay for services provided by the donor to the charity
- / Pay for dues, membership fees, tuition, goods from charitable auctions or other goods or services
- / Pay any portion of the cost of a table or tickets to a gala or event, or other admission to a charity event, in which the full ticket price is not tax deductible (i.e., split gifts)

GRANTMAKING

NONDISCRIMINATION IN GRANTMAKING

ACF will not make grants to organizations that are known to, or that ACF has reason to believe, support or engage in discriminatory activities against individuals or groups of individuals based on their protected status. For more details, please refer to the Nondiscrimination in Grantmaking Policy in the Appendix.

INTERNATIONAL GRANTS

You may recommend direct grants to international charities. Grants to non-U.S. charities require additional due diligence and administrative coordination and, therefore, may take longer than normal to process. As a result, ACF charges additional fees, assessed from your donor advised fund, for these grants. Additional information on international grants can be found in the Appendix. Please contact ACF staff when considering an international grant.

FREQUENTLY ASKED QUESTIONS

May I give to an online campaign hosted by one of my favorite organizations?

It depends on the nature of the online campaign. Please contact us and we will help facilitate your donation.

May I pay a pledge from my DAF?

No. The IRS does not allow pledges to be paid from DAFs.

May I make a multi-year recurring grant from my DAF?

Yes, you can make a multi-year grant recommendation from your DAF. Please indicate the amount(s) and schedule of distribution in your request instructions. The scheduled distributions will be sent out automatically on the dates that you request.

May I pay for my table sponsorship or auction item from my DAF?

Your DAF may not be used for donations or sponsorships that include a benefit for the donor; funds distributed from your DAF must be fully tax-deductible contributions. To learn more about supporting the charitable portion of a sponsorship, please reference the Bifurcated Grants Payments information in the Appendix.

May I direct my grants to a specific use or program at the grantee organization?

Yes. Just specify your intent when you submit your grant recommendation.

My DAF is not anonymous, but sometimes I'd like a grant to be. Can I do that?

Yes. Please indicate your wish to be anonymous on your grant request.

Is there a minimum grant amount?

Yes, our grant minimum is \$200.

May I make a grant in honor or in memory of someone?

Yes. Please indicate your intention on your grant request. We will provide this information to the grantee.

I'd like to personally deliver my grant check. May I do that?

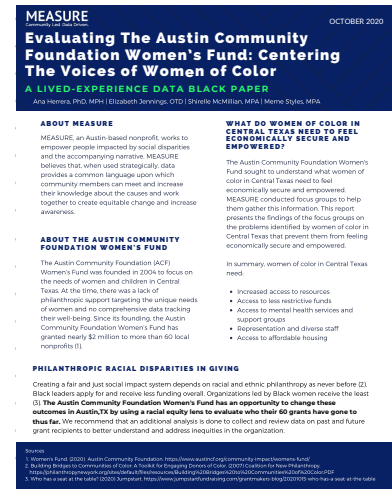
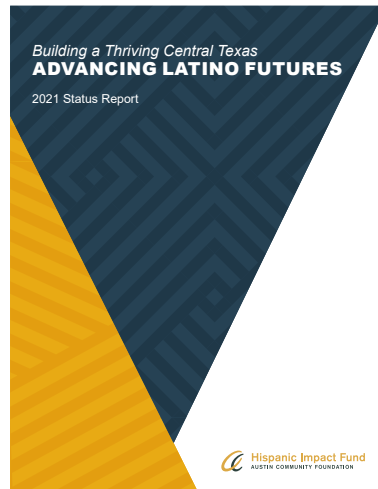
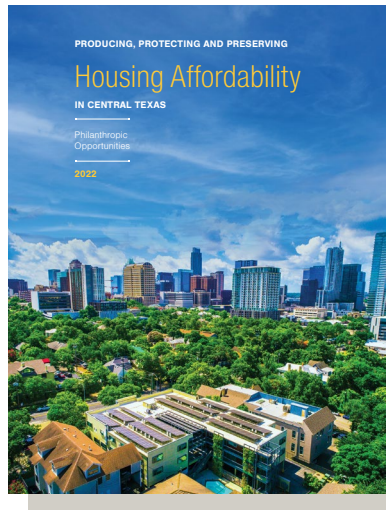
Unfortunately, we cannot provide you with a check to present to your grantee. To distribute funds more securely and efficiently, ACF processes grant payments electronically. We would be happy to provide you with a grant transmittal letter and payment verification so that you can communicate with your grantees.

If you have additional questions, please contact heretohelp@austincf.org.

PARTNER WITH ACF

LEARN ABOUT YOUR COMMUNITY

ACF commissions research to understand the areas of greatest need and explore ideas to close the opportunity gap in Central Texas. To read our latest reports and learn about our community, visit austincf.org/research.



PHILANTHROPIC ADVISING

Navigating the world of philanthropy can be challenging. Austin Community Foundation can help. From defining your philanthropic purpose to designing budgets and systems that maximize your goals, our philanthropic advising workshop is customized to meet your needs and leave you feeling confident in your philanthropic journey.

Contact hereothelp@austincf.org to learn more about self-guided resources and staff-led workshops.



“There is no one better suited than Austin Community Foundation to partner with in your philanthropy in Central Texas. ACF is in tune with the needs and opportunities of our community, and they have the tools and desire to create solutions together.”

– Harpreet Singh, ACF Fundholder

“We have a diverse and multifaceted giving strategy. We give locally and we give internationally. We love the flexibility ACF offers and the deep knowledge of the community you won’t find at a commercial donor advised fund.”

– Sarah Goodfriend, ACF Fundholder



PARTNER WITH ACF

PLANNED GIVING

Creating a charitable legacy is one of the most lasting and impactful actions you can take.

By working with ACF, you can create a bequest for the future that allows the Foundation to meet the community's most critical needs over time, or you can leave a gift that supports the causes you care about most. The gift you leave today will grow for generations and provides lasting benefits for you and your community.

When you make a planned gift to Austin Community Foundation, you become a part of the Legacy Society, a special group of individuals who have taken the extraordinary step of including ACF in their estate plans.

While a planned gift may take different forms, the result is the same—providing for the future needs and opportunities of the community. Members of the Legacy Society share one thing in common: a commitment to support the future of their community through the final gift of their lifetime.

As a member, you have the opportunity to:

- / Establish a legacy that not only carries your name into future generations, but reflects the values behind your decision to make such a gift.
- / Be informed about today's greatest needs in our community and learn how the Foundation is responding.
- / Receive recognition for your generous foresight or exercise the option to remain anonymous.
- / The potential to share your story with future generations that will benefit from your generosity. The amount of recognition you receive is completely up to you.
- / Rest easy knowing that your gift will be thoughtfully stewarded and have its intended impact.

HOW TO MAKE YOUR PLANNED GIFT

1. **Contact the Foundation:** Help us prepare to fulfill your legacy. Notifying us of your intent and communicating your wishes prepares us to steward your planned gift. Contact us directly or submit our [Intent for Planned Gift Form](#) to start the conversation.
2. **Define and design your legacy:** Austin Community Foundation is available to work in partnership with you to create your philanthropic legacy. We'll help you focus your vision by clarifying the issues most important to you. We'll also suggest which types of charitable funds are best suited to achieve the impact you hope to make and draft a legacy fund agreement to document your wishes. You will receive special recognition to inspire the next generation of philanthropists or you may opt out to remain anonymous.
3. **Notify your professional advisor:** Your professional advisor can help you decide the best type of gift to fund your legacy. Gift types include gifts in wills or trusts, beneficiary designations, life insurance and personal property. Your professional advisor will also create or update any legal documents associated with your gift.
4. **Engage with us:** Let us know how you would like to stay in touch with Austin Community Foundation. As a Legacy Society member, you have the option to learn about our community through email communications and events.

LEARN MORE

Do you have questions about planned giving or legacy gifts? Our experts are here to help! Please contact Amy Allen, Senior Philanthropic Advisor, Planned Giving at 512.220.1185 or aallen@austincf.org.

PARTNER WITH ACF

COMMUNITY GRANTS

A unique benefit of partnering with ACF is the opportunity to discover and give to the most pressing needs of local nonprofits in Central Texas. The Community Grants program connects local donors with local causes. Fundholders are invited to support nonprofits working in the eight impact areas listed below.

How it works:

- / ACF invites Central Texas nonprofits to share their best ideas on how they can improve life in Central Texas by applying to the Community Grants program.
- / Foundation staff verifies the programmatic and financial viability of each application.
- / Fundholders receive quarterly emails with a link to review the grant requests. Applications are summarized and sorted by interest area for ease of review.
- / Fundholders can choose to give to one, multiple, or none of the grant requests. They can also choose to fund the full amount requested or give any amount they prefer.

COMMUNITY GRANTS IMPACT AREAS



ANIMALS



ARTS AND CULTURE



COMMUNITY
ENGAGEMENT



EDUCATION



ENVIRONMENT AND
PUBLIC SPACES



HUMAN SERVICES /
BASIC NEEDS



HEALTH AND
WELLNESS



RECREATION

To learn more or sign up for Community Grants, contact a staff member or email the team at heretohelp@austincf.org.

PARTNER WITH ACF

SUPPORT ACF PROGRAMS

Austin Community Foundation is focused on closing the opportunity gap by advancing economic security and affordable housing in Central Texas. The work is complex and requires collaboration to find and scale the right solutions. Through our strategic programs, we mobilize charitable resources for maximum impact. We invite you to join us in learning about and supporting these efforts that offer solutions to the issues facing our region.

Collective Giving Networks



The Black Fund



Hispanic Impact Fund



Women's Fund

Impact Investing



FundATX

To make a gift to an ACF program from your DAF, log into the donor portal and choose the "Grant Request" tab. You will see a list of opportunities and initiatives to support in the "Other Foundation Funds" drop-down menu.

DONOR PORTAL GUIDE

As a fundholder, you have the ability to access your fund information online through our donor portal. Using the donor portal, you can give to your fund, view your latest fund balances, get fund statements, make grant recommendations, review your history, and more. If you need assistance beyond what is provided in this guide, please contact heretohelp@austincf.org.

GETTING STARTED

To get started, you will receive an email from Austin Community Foundation with a custom invitation link to create your account in the new portal. Your user name will be the email address on file with the Foundation. Once you click on the invitation link in the email, you will be prompted to create a password of your choice.

After establishing your initial account credentials, you can return to the portal by visiting austincf.org and clicking "Donor Login."

If you forget your login credentials or have trouble logging in, please reach out to us at heretohelp@austincf.org or call 512.472.4483.

NAVIGATING THE PORTAL

Once you are logged in, your fund's home page will appear. If you manage multiple funds, you will be prompted to select the fund you wish to review. You can toggle between your funds on the Choose Fund tab.

The tabs at the top of the page display the features available to you. Some tabs may be hidden based on fund type or access level.

- / **Home** – Your homepage is a quick snapshot of your fund's most recent activity. It will show your fund's current balance and available balance (if applicable), recent contributions and recent grant history and status.
- / **Contributions** – Shows all donations made to your fund. Clicking on a donor's name will bring up their history of contributions.
- / **Grants** – Shows the history of grants awarded from your fund including date, organization name, amount and purpose.
- / **Grant Request** – Allows you to make a grant request from your fund. Detailed grant request instructions can be found on the next page of this guide.
- / **Statements** – Shows your fund's quarterly market summaries. Next to the summary you wish to view, click "Print" and the system will generate a PDF in a new window that you may save or print.
- / **Files** – Lists any files the Foundation has uploaded to your fund.
- / **Donate** – Allows you to make a gift to your fund at any time.
- / **Other** – Any accounts payable or non-deductible contribution activity will be displayed here.
- / **Logout** – Logs you out of the Donor Portal. You will be automatically logged out daily for security.
- / **Export** – Contributions and grants can be exported to a .csv file by clicking the "Export" tab while viewing the data you wish to export.

DONOR PORTAL GUIDE

SUBMITTING A GRANT REQUEST

To request a grant from your fund, click the "Grant Request" tab. Submitting a grant request is a three-step process:

1. Choose a grantee

- / You have several options for selecting a grantee:
 - / Select a grantee you have given to in the past.
 - / Select a fund at Austin Community Foundation.
 - / Search for grantees within Austin Community Foundation's database (or click the "Guidestar" tab to select a grantee from Guidestar's charity database).
 - / Enter your grantee information manually if you cannot find the organization you wish to support.

2. Enter grant details

- / In the "Description" field, include notes that should be passed along to the grantee in the grant memo.
- / Choose "Anonymous" if you do not wish for your name and fund information to be shared with the grantee.
- / Upload any attachments you wish to provide along with the request. Please note attachments will not be shared with the grantee unless specified.
- / In the "Processing Notes" field, provide any instructions for Austin Community Foundation to reference while processing the request.

3. Review and submit request

- / Once you submit the request, the grant will be entered into the next weekly processing cycle. Staff will reach out to you with any questions or changes to your request.

FREQUENTLY ASKED QUESTIONS

What is my username?

Your username is the primary email address on file with the Foundation. If you don't know what email address to use, please contact us at heretohelp@austincf.org.

How do I reset my password?

If you need to reset your password, please contact us at heretohelp@austincf.org. For security reasons, staff does not have access to user passwords but can reset them as needed.

How long does it take for grant requests to be processed?

Grants are processed weekly. Requests received by Wednesday at 5 p.m. are processed the same week, pending any research or additional signatures required for grants over \$100,000.

May I pay for a sponsorship or auction item from my fund?

Your fund may not be used for donations or sponsorships that include a benefit to the donor; grants distributed from your fund must be fully tax-deductible contributions.

How do I know if my grant request has been processed?

Your most recent grants paid will be listed on the "Home" tab. You can also opt to receive email notifications by emailing heretohelp@austincf.org.

Who do I contact if I am having issues with the donor portal?

Contact us at heretohelp@austincf.org, or call us at 512.472.4483.

A red-tinted photograph of a city skyline, likely Austin, Texas, featuring a large bridge over a river. The word "APPENDIX" is overlaid in white, bold, sans-serif capital letters in the center of the image.

APPENDIX

NONDISCRIMINATION IN GRANTMAKING POLICY

Approved by the Board of Governors on 8.25.2021

NONDISCRIMINATION POLICY

Austin Community Foundation (“ACF”) will not discriminate on the basis of race, creed, color, religion, sex, sexual orientation, gender identity or expression, national origin (including membership in a Native American Tribe), immigration status, ancestry, age, marital status, physical or mental disability, medical condition, political affiliation, military service or veteran status or any other legally protected characteristics (collectively, the “Protected Status”) in any of its activities or operations. These activities include, but are not limited to, grantmaking activities.

NONDISCRIMINATION IN GRANTMAKING

ACF is dedicated to improving the lives of people in Austin and the Central Texas region. In striving to do so, ACF will not make grants to organizations that are known to, or that ACF has reason to believe, support or engage in discriminatory activities against individuals or groups of individuals based on their Protected Status; which espouse or evidence beliefs or practices that vilify, humiliate, incite or engage in hatred, violence, intimidation, harassment, threats, slander or defamation targeting an individual or group based on their Protected Status; or which act to intentionally injure such individuals or groups of individuals. These activities (collectively, “Discriminatory Activities”) are inconsistent with ACF’s charitable purpose.

GRANT RECOMMENDATIONS

All assets contributed to a donor advised fund (each a “Fund”) at ACF are irrevocable gifts administered under the control and at the discretion of ACF. Grants recommended by donors to a Fund are made at the sole discretion of the ACF Board of Governors in furtherance of and consistent with ACF’s charitable purpose.

Each Fund is a component fund of ACF. Assets of the Fund are assets of ACF. Each Fund is subject to ACF’s governing instruments and policies. ACF reserves the power to modify any restriction or condition on the distribution of assets from a Fund if in the sole judgment of ACF’s Board of Governors such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment or inconsistent with ACF’s charitable purpose.

ACF respects and celebrates religious freedom. Donors to ACF espouse a wide range of religious and spiritual beliefs and views, which are often reflected in grantmaking recommendations to churches, mosques, synagogues, temples, and other faith-based organizations. ACF will consider grant recommendations to faith-based organizations without preconception or bias; provided, however, that such organizations do not engage in Discriminatory Activities.

BIFURCATED GRANT PAYMENTS

Split, or bifurcated, grant payments are grants that have both charitable and non-charitable components due to the value of benefits accepted in return for the grant. Bifurcated payments involve the **combined charitable and non-charitable payment** to a qualified charity of:

- / A grant by ACF for fully charitable purposes only and,
- / A personal payment by check, credit card or cash made directly to the charity by the donor or advisor to cover the non-charitable and non-deductible fair market value of any benefits accepted from the charity by the donor, fund advisor or their family member.

This definition includes all benefits (such as event tickets) accepted by the donor or advisor, even if they are given to others at the donor's or advisor's discretion. To avoid accepting benefits, all benefits must be declined prior to any scheduled activity or event.

Example of a bifurcated grant payment:

Payment for sponsoring a fundraising gala that, in return, includes a meal and small gift bag for the donor or advisor.

RULES AND REGULATIONS

The federal rules about charitable giving outlined in the **Pension Protection Act of 2006** restrict bifurcated grants for private foundations, but regulations related to bifurcated payments through donor advised funds were unclear.

Last spring, the U.S. Treasury Department issued **Notice 2017-73**. In Section 3 of this notice, the IRS indicated that it aims to **change the regulations limiting donor advised funds' ability to distribute bifurcated grants**. The notice gives advice to DAF sponsors to eliminate the practice, forcing DAF fundholders to make the full payment for such grant from a personal account rather than splitting it. While the Treasury has made the recommendation, the regulation has not been confirmed as law yet.

ACF will adhere to current legislation, follow any clarification provided by the Treasury or Internal Revenue Service, and will inform our donors and fund advisors of new regulations.

RECOMMENDING A GRANT THAT HAS BENEFITS

When recommending a grant that may include any type of a benefit, it's important that the donor or advisor inform ACF staff at the time of the grant request that benefits are associated with the grant. If you decline all benefits, please also notify ACF staff. This will allow ACF to clarify with the charitable organization that you are declining all benefits and a notice of declination will be included in the transmittal letter to the charity.

Grant recommendations for fundraising events or other grants with a donor benefit should include a copy of any sponsor contract or information that includes the fair market value of the benefit. If this information is not printed or provided by the charitable organization, there may be a delay in the grant distribution.

BIFURCATED GRANT PAYMENTS (cont.)

ROLES AND RESPONSIBILITIES

Austin Community Foundation:

- / Grant the fully charitable and tax-deductible portion of a bifurcated payment
- / Prepare a transmittal letter to the charity that references only the charitable amount being granted from ACF
- / Acknowledge, if appropriate, in a transmittal letter to the charity if the advisor/donor recommending the grant is declining all benefits and that any such benefits have been returned to the charity for resale
- / Contact the charity to obtain the “fair market value” and description of benefits being provided to donors, if no information is provided to ACF
- / Transmit the charitable portion of the grant directly to the charity

Donor:

- / Work with the charity to provide ACF with the “fair market value” of any and all potential benefits (please include a copy of the invitation, ticket or sponsorship forms with your grant request)
- / Transmit directly to the charity a personal check for any non-charitable amount

Charity (grantee):

- / Provide donor with the “fair market value” of a ticket or benefit package (a copy of the invitation or sponsor/underwriting contract) that fully discloses any and all benefits to a donor prior to or as part of the initial grant solicitation or fundraising appeal
- / Substantiate to ACF the receipt of the grant minus the fair market value of any goods or services provided in consideration of the grant
- / Properly acknowledge the grant from ACF for the charitable portion only
- / Properly acknowledge the grant advisor

ACF will be unable to accommodate any grant request that does not conform to these guidelines. Also, ACF may amend or change its grant policies and procedures in conformity to and compliance with Federal law, U.S. Treasury Department regulations or Internal Revenue Service requirements.

Questions? Please contact your fund advisor or heretohelp@austincf.org.

INTERNATIONAL GRANTS

Austin Community Foundation is happy to be a part of your global giving. International grants require additional administrative coordination and expenses and, therefore, take longer to process than a domestic grant. Due to the additional fees required, ACF suggests a \$5,000 minimum grant amount.

HOW IT WORKS

ACF partners with Charities Aid Foundation of America (CAF) to vet international grantee organizations and to ensure funds are used for a charitable purpose. An additional fee covers the cost to vet an organization and add the grantee to a growing database maintained by CAF.

To distribute charitable funds from the Foundation to an international organization, one of the following processes must occur:

/ **Expenditure Responsibility (ER)**

Expenditure Responsibility is a process where the receiving organization is required to report on the use of grants to ensure funds are spent for charitable purposes only. CAF completes ER for organizations in their database for each grant made.

/ **Equivalency Determination (ED)**

Completing an Equivalency Determination involves a rigorous vetting process to determine if the organization is equivalent to a US 501c3 public charity. An ED can be completed at the request of the donor if they would prefer the organization to have more flexibility with the funds.*

**If an organization does not qualify as a public charity, in most cases, the grant may still be processed through completing the ER process.*

TIMELINE AND FEES

- / A 5% fee is required to process all international grants.
- / Vetting fees range from \$350 - \$2,500, depending on the process (ER or ED), and whether or not the organization has been vetted in the past by CAF America.
- / Timeline can range from 6 weeks - 6 months.
- / **Each international grant has unique considerations. Please contact staff with the grant amount and name of the international organization you're interested in granting to for an accurate fee estimate and timeline.**

SAMPLE GRANT TRANSMITTAL LETTER



4315 Guadalupe Street, Suite 300
Austin, TX 78751

austincf.org

GRANT TRANSMITTAL

September 1, 2022

Example Charity
123 Main Street, Suite 123
Somewhere City, TX 12345

A grant to Example Charity has been made by a fund of the Austin Community Foundation.

Grant Amount: \$1,000

Grant Purpose: Unrestricted

Fund: Doe Family Fund

Submitted By: John Doe
123 Avenue
Austin, TX 78751

We encourage you to thank the donor personally if their contact information is provided. If no contact information is included above, the donor wishes to remain anonymous. We are unable to disclose any additional donor information.

You do not need to send Austin Community Foundation or the donor a tax receipt for this grant. In addition, we kindly request that the Foundation not be sent general mailings unless requested.

Endorsement of the enclosed check certifies that this check represents a charitable contribution and does not represent payment for goods, services, or other value provided to any person or organization. If you are unable to fulfill the purpose of this grant, please contact us immediately.

Austin Community Foundation is pleased to assist you in your endeavors through the generosity of this donor. If you have any questions, please contact grants@austincf.org and reference grant 12345.

SAMPLE FUND STATEMENT

FUND STATEMENT

January 01, 2021 through December 31, 2021

Fund Summary

BEGINNING FUND BALANCE	\$442,701.30
Income	
Contributions	76,504.29
Dividends	10,056.40
Interest	20.69
Interest on Notes Receivable	493.16
Realized Gains/Losses	12,924.53
Unrealized Gains/Losses	34,346.64
Expenses	
Administrative Fee Expense	5,234.73
Grants	105,750.00
Management Fees	202.79
ENDING FUND BALANCE	<u>\$465,859.49</u>

Fund Detail

Contributions Received

02/01/2021	Doe, Jane	76,504.29
	Total Contributions	<u>\$76,504.29</u>

Grants Approved

01/31/2021	Texas Tribune	500.00
03/12/2021	Meals on Wheels Central Texas	2,500.00
05/14/2021	Austin Opera	1,000.00
07/18/2021	Communities in Schools of Central Texas	25,000.00
08/22/2021	University of Texas at Austin	2,500.00
08/22/2021	ACF Hispanic Impact Fund	2,500.00
09/22/2021	Texas Tribune	500.00
12/06/2021	Austin Leadership Fund	10,000.00
12/06/2021	United Way for Greater Austin	5,000.00
12/06/2021	Impact Austin Foundation	1,250.00
12/06/2021	Mobile Loaves and Fishes Endowment Fund	25,000.00
12/06/2021	Nature Conservancy - Austin	15,000.00
12/06/2021	Dell Children's Medical Center Foundation	10,000.00
12/06/2021	Austin Travis County Integral Care	5,000.00
	Total Grants	<u>\$105,750.00</u>

SAMPLE FUND STATEMENT (cont.)

Statement of Financial Position

ASSETS*

Cash	(\$381.01)
FundATX Pool	\$25,000.00
Interest Receivable - FundATX Pool	\$333.54
Mid Term Passive Pool	\$442,906.96

TOTAL ASSETS

\$467,859.49

LIABILITIES

Grants Payable	\$2,000.00
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TOTAL LIABILITIES

\$2,000.00

FUND BALANCE

Beginning Fund Balance	\$442,701.30
Current Revenues over Expenses	\$23,158.19

TOTAL FUND BALANCE

\$465,859.49

TOTAL LIABILITIES AND FUND BALANCE

\$467,859.49

* If your fund is invested in one of our main pools, please visit austincf.org/investments to view your most recent investment performance reports. To determine your investment pool(s), reference your asset allocation above.

Understanding This Fund Statement

See the following to help you better understand this statement:

Contributions – Amount donated to your fund during this period. Contributions Received details (if any) on the second page only include those gifts that are tax deductible to the extent allowed by law.

Grants – Grants distributed from your fund during this period.

Administrative Fee – Supports operations and programs at the Foundation.

Dividends/Interest Income – Earnings on your interest.

Realized Gains/Losses – Increase or decrease of investments sold at a net gain or loss.

Unrealized Gains/Losses – Appreciation or depreciation of investments during this period.

Management Fee – Expenses incurred for investment management.

Cash Balance – A negative cash balance in the assets section for invested funds is a temporary timing difference.

Please reference the Donor Advised Handbook in the donor portal for information and policies that apply to your fund.